

17 April 1979

MEMORANDUM FOR THE RECORD

FROM: ADMAG Recorder

SUBJECT: Minutes of ADMAG Meeting of 16 April 1979

Meeting was called to order at 1505. In attendance were:

Rich W. - ODP
Dan W. - OL
Mike R. - OS
Bill M. - OF
David H. - OTR
Bob H. - MG

1. The ADMAG was addressed by C/OL/LSD on the space problem which the Agency is facing. In general we are in bad shape. To alleviate the problem, efforts have been underway over a period of years to acquire additional space in commercial offices which are in the general vicinity of the Headquarters building. The GSA imposed moratorium on acquisition of additional space has been eased and request has been submitted for 85,000 sq. ft. Hopefully within 12-18 months the Agency should be able to move several already identified components out of the Headquarters building. C/OL/LSD gave several examples of the contingencies that can arise which have thrown a wrench into even the most carefully laid plans. C/OL/LSD indicated that he is generally the arbiter for priorities on work assignments and the distribution of space reclaimed by consolidation efforts.

2. The NAPA report and request levied on the ADMAG was raised for discussion. Copies of the summary of recommendations will be distributed to all ADMAG members the week of 16 April. All members of ADMAG are requested to read the summary and try to formulate an opinion of the recommendations. A meeting date of 24 April at 1445 in the DDA conference room (7D-32) was set to formalize the ADMAG position for reply on the NAPA report.

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3. The SSA/DDA was unavailable to address the ADMAG due to a change in his schedule. He was tentatively rescheduled for 21 May.

4. Energy conservation suggestions provided by the OP/MAG were reviewed. They will be forwarded to OL/P&PS.

5. The draft memo on weather emergencies was discussed. There was general agreement that the circulated version was pretty much on target as to what questions needed to be raised with the Office of Personnel for clarification or definition of policy. Additional comments will be added concerning the authority of OP to release components in the Rosslyn area early in view of their being in a geographic area for which the Civil Service Commission has a different set of guidelines. A final draft will be readied for ADMAG approval.

6. The Ames building vending machine situation was updated by the OL representative. He felt that the system now in use where the Federal Protective Officers record those instances of individuals having lost money and then the Canteen services company reimburses the victimized customer seems to be working out alright. Don W. will notify the individual who raised the issue and let him know of the new procedures.

7. The subject of work order prioritization was tabled for future discussion.

8. The meeting adjourned at 1700. The regularly scheduled meeting for May will be at 1500 on 21 May in the DDA Conference room (7D-32)

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